

BENTON-FRANKLIN HEALTH DISTRICT FOOD SERVICE FACT SHEETS

Opening a food establishment?

Follow these easy steps to navigate the process of application and approval for your food establishment permit

Step 1: Gather and Complete Paperwork

- ☐ Food Service Application
- ☐ Food Service Plan Specifications List
- ☐ Food service floor plan, drawn to scale
- ☐ Menu
- ☐ Specifications for all food service equipment
- ☐ Written handwashing policy
- ☐ Written illness policy

Step 2: Pay Fees

A plan review fee must be paid when you are ready to submit paperwork. Fees vary based on establishment type and size.

Step 3: Contact your Assigned Inspector

You will be assigned an inspector based on the proposed location of your food establishment.

Your inspector will be _____

Once your paperwork is filed, contact your inspector to discuss any missing items or questions they may have. After an initial review, the inspector will contact you to review your menu, processes, and procedures in detail.

Step 4: Wait for Approval

A full review of your plans will take **2-3 weeks**. Your inspector will notify you when final approval is granted.

Step 5: Construction and Final Inspection

Construction may begin once plan approval is granted. **Do not** begin construction until you receive plan approval.

Final Inspection of the establishment is required. Contact your inspector **at least** one week before your proposed opening date to schedule a final inspection. Once approval is granted, a **permit fee** must be paid before opening.

Applying for a Food Establishment Permit

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Contacting the Food Program

During the application process, you're encouraged to contact an inspector with any questions about your project. To help us keep track of your progress and information, we ask that you directly contact your assigned inspector, listed on the front page.

Your Projected Fees

These fees are based on the projected specifications of your establishment. Fees may change if the establishment size, type, structure, or menu changes.

Application Fee	\$25.00
Plan Review Fee	
Annual Permit Fee	
Projected Total Fees	